Minutes

Meeting Name

Date: Tuesday, May 27, 2003
Time: 1:30 PM
10 Hazen Drive, First Floor Conference Room

Meeting called by:	Dennis Roffman
Type of meeting:	MAAP Steering Committee
Facilitator:	Dennis Roffman
Note taker:	Jim Bronson
Attendees:	DOS IT: Dennis Roffman, Jim Bronson
	DMV and Business Office: Kelly Michael, Linda Farrell
	BearingPoint: Mary Kurkjian, Monica Gauba, Rachel Henderson
	Municipal Agents: None in attendance

Agenda topics

I. Schedule	Dennis Roffman

- Dennis Roffman reviewed the MAAP project schedule

- Linda Farrell expressed concern with the projected MAAP Full Production Cutover date (June 1, 2004). That date is too close to the end of the fiscal year. It will be better to implement MAAP in July at the beginning of the fiscal year or several months earlier to give adequate time to make corrections for year-end.

Action Items:	Person responsible:	Deadline:

II. Additional Functionality for Future Phases	Dennis Roffman

- Dennis Roffman reviewed the list of functions that are to be considered for future phases of MAAP. This list is not a list of items that are confirmed to be part of MAAP in the future. Each item will be considered for inclusion in MAAP or to be discarded depending on the needs of the user community and technical feasibility.

- Kelly Michael expressed concern regarding how #14, "Ability to do name/address changes as standalone process", can be done if it is not in MAAP. State employees will be able to perform this work using the legacy system, which will remain available to them. There will be "near real time" synchronization of the legacy database name area and the MAAP database name area. Municipal agents will not be able to perform this work in MAAP until this function is added in a later phase.

Action Items:	Person responsible:	Deadline:

III. Recent Accomplishments	Dennis Roffman

Dennis Roffman reviewed MAAP project accomplishments since the last MAAP Steering Committee meeting.

Action Items:	Person responsible:	Deadline:

IV. In Progress — Dennis Roffman

Dennis Roffman reviewed work in progress for MAAP.

Action Items:	Person responsible:	Deadline:

V. Technical Status — Jim Bronson

Jim Bronson reviewed the status of MAAP technical issues and work.

- Printing registration documents had been settled; phase 1 of MAAP would use the current printers and registration forms already in use on the legacy system. Recent events external to MAAP have accelerated the need for 2D bar code to be printed on vehicle registrations. That issue has reopened the design for printing registrations in phase 1 of MAAP.

- The network connection (for users to MAAP) diagram attached to the agenda depicts connections for municipalities new to online registration. Current connections are likely to remain as they are now.

Action Items:	Person responsible:	Deadline:

VI. Implementation Team Status — Chuck DeGrace

Dennis Roffman reviewed Implementation Team issues and status. Chuck DeGrace was called away to different meeting.

Action Items:	Person responsible:	Deadline:

VII. IT Issues — Dennis Roffman

Dennis Roffman reviewed MAAP IT issues.

Action Items:	Person responsible:	Deadline:

VIII. Business Issues		Dennis Roffman

Dennis Roffman reviewed MAAP business issues.

- Art Garlow will be negotiating with Primedia, the VIN Package vendor.

Action Items:	**Person responsible:**	**Deadline:**

IX. Project Funding		Dennis Roffman

Dennis Roffman reviewed MAAP funding status.

- MAAP funding is complete for Fiscal Year 2003, which ends June 30, 2003.

- MAAP funding for Fiscal Year 2004 (July 1, 2003 – June 30, 2004) is dependent on legislation, which is in progress.

Action Items:	**Person responsible:**	**Deadline:**